

**WESTBROOK CITY COUNCIL
FINANCE COMMITTEE AGENDA
MONDAY MARCH 4, 2019
WESTBROOK HIGH SCHOOL ROOM 114**

Westbrook City Council's Finance Committee, chaired by Councilor Michael Foley, will be meet on Monday March 4, 2019. Due to the time constraints of a previously scheduled City Council meeting, the Finance Committee meeting will be held in two parts – immediately preceding the City Council meeting, and immediately following the Council meeting. The agendas for both parts are outlined below.

PART I

The first part will take place at **6:30pm**, immediately prior to a regularly scheduled City Council meeting. The agenda for this first session is as follows:

1. **Assessment and Revaluation**
Presented by James Thomas, City Assessor (materials to be provided at the meeting)

PART II

The second meeting will take place at approximately **8:00pm**, immediately following the City Council meeting. The agenda for this second session is as follows:

2. **Capital Improvement Plan Budget**
Presented by Jerre Bryant, City Administrator (materials to be provided at the meeting)
3. **Comprehensive Update to Master Fee and Master Fine Schedules**
Presented by Angela Holmes, City Clerk



City of Westbrook

DEPARTMENT OF PLANNING & CODE ENFORCEMENT

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Westbrook, Maine 04092

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MEMO

DATE: February 14, 2019

TO: Mayor, City Council

FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Asst. Planner

Cc: City Administrator, City Clerk, City Solicitor

RE: Amendment to the Code of Ordinances – Appendix B Master Fee Schedule
Administrative changes to the Master Fee Schedule.

Attached: – Proposed amendment for consideration – Appendix B Master Fee Schedule

Ordinance Amendment Description:

Proposed amendments to provide clarity in the Master Fee Schedule; remove irrelevant language, provide consistency with the terminology; increase fees for current costs; eliminate outdated process.

Staff Comments:

The proposed amendments reside outside the Land Use Ordinance and therefore the amendment process is solely through the City Council process.

Highlights on the document:

- 1) Eliminate Bicycle License fee
- 2) Edit Building Permit related fees
 - a. Clarify fees for Mobile Homes on existing pads
 - b. Electrical Permit fee (Oversight should be \$35 like Building Permit)
- 3) Updated Licensing and Permit fees per input of Public Safety
 - a. Elimination of alarm hook up fee as it is irrelevant – City does not do this work
- 4) Site Plan Fee –
 - a. Sketch Plan increase to \$300 to be consistent with Pre-application meeting
 - b. Address terminology in table
- 5) Subdivision
 - a. Clarify confusing fee structure to a \$300/lot or Dwelling Unit fee
 - b. Codify the Sketch Plan fee
- 6) Update Printing costs
- 7) Eliminate Voter fees from schedule as requested by City Clerk as fees are set by State Law.

Summary:

Staff recommend the attached amendments to the Appendix B Master Fee Schedule for the Council adoption.

Appendix B MASTER FEE SCHEDULE

This Schedule is subject to amendment by Council Order.

Amended 7/6/09, 9/14/09, 1/4/10, 2/8/10, 3/1/10, 4/5/10, 5/24/10, 7/12/10, 8/30/10, 3/28/11, 8/15/11, 12/5/11, 11/19/12, 6/3/13, 7/22/13, 11/4/13, 3/3/14, 1/26/15, 6/1/15, 7/6/15

Chapter 5—Bicycles		
§ 5-6	Annual license fee	\$0.25
Chapter 6 – Buildings		
§ 6-13	Building permits (amended 4/5/10, 8/15/11, 7/6/15; 4/30/18)	\$35.00 + \$14.50/\$1,000 construction costs
	Demolishing a building (amended 4/5/10, 8/15/11, 7/6/15; 4/30/18)	\$35.00 + \$14.50/\$1,000 construction costs
	Reinspection Fee (added 4/5/10; 1/26/15)	\$50.00
	Installation of ventilation, refrigeration, sprinkler system, and automatic fire alarm and detection system	\$5.00/1,000 sq. ft.
	Signs	
	1-10 sq. ft.	\$20.00
	11-50 sq. ft.	\$35.00
	51+ sq. ft.	\$70.00
	Heating installation (flat fee) per appliance (amended 1/26/15)	\$35.00
	Temporary stands, booths or platforms for sale of merchandise or other business purpose	\$25.00
	Installations not otherwise listed	\$25.00
	Belated permits (permits not applied for until after the work has been started)	double the amount of the fee as set forth above
	Explosives, blasting (expires Dec. 31) – extractive industries	\$250.00/site
	Explosives, blasting – all other activity (updated 2-8-10)	\$25.00/shot ¹ , daily max. of \$250.00
§ 6-16	Swimming Pools: Above Ground & In-Ground (updated 5-18-09)	\$30.00 application fee + \$13.00/\$1000
§ 6-21	Application fee for a flood hazard development permit	\$50.00 plus expert fees
	New Mobile Home (on an existing pad) Building application fee	\$35.00
Chapter 7 – Cemeteries		
§ 7-26	Sale or transfer of lots to nonresidents	\$50.00 plus cost to resident
Chapter 11 – Electricity (full section amended 4/5/10)		
§ 11-10	Application Fee	\$35.00
	New Service	\$100.00
	New Commercial Service	\$.05/sq. ft.
	Alteration for 3 or more units / per unit and Alteration of Commercial	1% over \$1,000 Contract Price + \$25.00 \$35 Application Fee
	Reinspection Fee (amended 1/26/15)	\$50.00
	New Mobile Home (on an existing pad)	\$35.00
Chapter 13 – Fire Protection and Prevention (amended 4/5/10)		
§ 13-97	Application fee for solid fuel appliance permit	\$35.00
Chapter 16 – Garbage and Rubbish		
§ 16-34	Annual residential demolition debris permit	\$10.00 (\$5.00 after July 1 of current year)
	Residential one-day permits for demolition debris	\$1.00 (\$5.00 max)
	Additional residential fee for refrigerators, air conditioners, and humidifiers, and other appliances containing HFC's	\$15.00/each

¹ Shot is defined as all explosives detonated in a single cycle.

	Annual commercial hauler permit	\$150.00
	Per load commercial operator fees, per admittance	
	½, ¾ ton pickups, vans and trailers (one (1) cubic yard or less)	\$15.00
	½, ¾ ton pickups, vans, trailers (exceeding one (1) yard as estimated by landfill attendant)	\$15.00/yard
	Vans, trucks, trailers, 1 ton dump trucks, with capacity of three (3) or more cubic yards	\$50.00
	6 wheel single axle dump truck (rack body truck, over 1 ton dump truck)	\$150.00
	10 wheel dual axle dump truck	\$300.00
	20 cubic yard dumpster (capacity 20 yards or less)	\$300.00
	Any other dumpster, roll-off truck	\$15.00/cubic yard of disposal material
	Tractor trailer	\$625.00
	Additional unit charges, per each unit	
	Auto tires	\$2.00
	Truck tires	\$5.00
	Truck tires eight hundred (800) and above and loader tires	\$15.00
	White goods including stoves, water heaters, washing machines and clothes dryers	\$5.00
	All other materials	\$15.00/cubic yard
§ 16-44	Solid waste application fee	\$100.00
Chapter 20 – Licenses and Permits (Ord. of 2-2-09)		
	Application Fee for all licenses except Games of Chance & State Liquor Licenses (only one fee charged per business when multiple licenses are applied for at the same time)	\$25.00
	Background Investigation Fee (only one fee charged per person when multiple licenses are applied for at the same time)	\$25.00 \$35
	Reinspection Fee	\$50.00
§ 20-31	Food Service Establishments (expires Annually) – Ord. 04-23-2018	
	No food preparation on premises	\$150.00
	Food preparation on premises – no alcohol	\$200.00
	Food preparation with malt beverages & wine for consumption on the premises	\$400.00
	Food preparation with liquor for consumption on the premises	\$1,000.00
	Caterer – food preparation on premises	\$150.00
	Temporary Food Service License (Sale or service of food up to three (3) consecutive days)	\$50 License & Application Fee
	Outdoor dining as an accessory to a primary indoor restaurant (Ord of 11-19-12)	\$80 + \$2 per sq.ft. for first 10 feet into public way from face of building and \$6 per sq.ft. beyond first 10 feet
§ 20-41	Mobile vending unit & Ice Cream Trucks, per unit	\$150.00
§ 20-46	Pushcart/Portable Vending Unit	\$125.00
§ 20-51	Amusement Permit	\$100.00
§ 20-56	Pinball/Video Machines – price per machine (Annually) – Ord. 04-23-2018	\$125.00
§ 20-61	Billiard and poolroom (Annually) – Ord. 04-23-2018	\$85.00
§ 20-64	Bowling alley (Annually) – Ord. 04-23-2018	\$85.00
§ 20-67	Tobacco vendors (Annually) – Ord. 04-23-2018	\$50.00
§ 20-78	Theaters (Annually) – 04-23-2018	
	Seating capacity of up to 999 (price per screen)	\$250.00
	Seating capacity 999 and over (price per screen)	\$350.00
	Drive-In	\$125.00
§ 20-81	Games of Chance (Bi-annually, as requested)	\$25.00
	Beano/Bingo (Annually) – Ord. 04-23-2018	\$100.00
§ 20-86	Transient Sales	
	Sales from a fixed location on private property (good for 30 days – only 2	\$50.00

	permits allowed per year)	
	Sales from other than a fixed location (annual)	\$100.00
§ 20-96	Taxicab & Livery (all taxicab & livery licenses expire Annually) – Ord.4-23-	
	Business (license needed for each vehicle, fee to be paid for each)	\$100.00
	Driver	\$50.00
§ 20-115	Massage Licenses (all massage licenses expire Annually) – Ord. 04-23-2018	
	Massage establishment	\$65.00
	Massage therapist	\$45.00
	Combined massage therapist/establishment (sole practitioner)	\$65.00
§ 20-126	Automobile Salvage Yards/Junkyards (expires December 31)	\$100.00
§ 20-131	Commercial Hauler (expires December 31)	\$150.00
§ 20-136	Towing (expires December 31)	\$125.00/company (for 1 wrecker) + \$50.00 for each additional wrecker
§ 20-148	Towing fees - updated 11/4/13; 2/25/19	
	• Per Non-Accident Tow	\$100.00
	• Per Accident Tow	\$125.00
	Per tow of any vehicle with dual tires on the rear axle	\$105.00
	Vehicle storage (per 24 hr. period or fraction after the first 24 hour)	\$40.00
	Release Fee (7 p.m. to 7 a.m., weekends and holidays)	\$40.00
	Release Impact Fee (When vehicle owner/operator fails to appear at scheduled appointment time for release of their vehicle. Towing operator must have proof of scheduled appointment.) – updated 11/4/13	\$25.00
	Difficult extraction or clean-up (to be charged in 15 minute increments) – updated on 5/4/09	\$80.00/hr.
§ 20-155	Farmers Market – price per stall (annual license)	\$15.00
§ 20-161	Tattoo Establishment (Annually) – updated 6/3/13; 3-3-14; 04-23-2018	\$100.00
§ 20-172	State Liquor License (new, renewals & caterers, per event)	\$25.00
§ 20-178	Fireworks License Fee (to sell fireworks)	\$1250.00
§ 20-187	Use of Consumer Fireworks Fee (per day) – added 7/22/13	\$10.00
§ 20-196	Pawnshops & Pawnbrokers – expires Annually (added 11/4/13; 3-3-14; 4-23-	\$100.00
§ 20-206	Secondhand Dealers – expires Annually (added 11/14/13; 3-3-14; 04-23-2018)	\$100.00
Chapter 21 – Mobile Homes and Mobile Home Parks		
§ 21-3	Annual permit fee (renewable Jan. 1)	\$50.00
§ 21-4	Definitive plan	
	Per each boundary monument shown on the plan as required by the regulations	\$30.00
	Security for the later submissions to the planning board of an accurate record plan and profile	\$250.00
Chapter 24 – Plumbing (Section 24-2 amended 4/5/10, 3/28/11)		
§ 24-2	Minimum permit fee includes up to four fixtures	\$40.00
	Fixture fee – per fixture	\$10.00
	Re-inspection fee (charged by the city plumbing inspector in those instances when work has not been completed upon an inspection or when work was not in compliance with the State Plumbing Code) (amended 1/26/15)	\$50.00
	Transfer fee	\$10.00
	Piping relocation with no new fixtures	\$10.00
	Hook up to public sewer	\$10.00
	Permit transfer	\$10.00
§ 24-3	Complete systems: (updated 9/14/09)	
	Engineered system (includes one disposal area)	\$200.00
	Non-engineered system	\$250.00 + \$15.00 (state fee)
	Primitive system (includes one alternative toilet)	\$100.00
	Separated laundry disposal field	\$35.00

	Seasonal conversion permit	\$50.00
	System components (installed separately):	
	Alternative toilet (only)	\$50.00
	Disposal field	\$150.00 (non-engineered); \$150.00 (engineered)
	Treatment tank	\$150.00 (non-engineered); \$80.00 (engineered)
	Holding tank	\$100.00
	Variance (is added to permit fee)	\$20.00
	Other System Component (complete pump station, piping)	\$30.00
	Hook up to existing subsurface system	\$10.00
	<u>New Mobile Home (on an existing pad) Sewer hook-up</u>	<u>\$40.00</u>
Chapter 25 – Police		
<u>§ 25-2</u>	<u>Burglar alarm system hookup fee</u>	<u>\$25.00</u>
Chapter 26 – Sanitary Facilities, Sewers and Wastewater Treatment		
§ 26-46	Conveyance of easement for sewer line construction and maintenance (unless greater diminution of value is shown)	Greater of \$0.05/sq. ft. or \$1.00/lineal ft.
Chapter 27 – Sewer User Fees, Industrial Pretreatment Program Requirements and Industrial Cost Recovery (added on 3/28/11)		
§ 27-3	Industrial pre-treatment permit	\$201.09/month
	Industrial pre-treatment BMP permit	\$25.00/month
Chapter 29 – Streets and Sidewalks (Updated on 7/6/09)		
§ 29-83	Application fee for each issuance renewal of excavation permit	\$25.00
	Newly constructed or reconstructed and newly paved streets	
	Bituminous concrete pavement, 4 inches or more in depth, per square yard	\$70.00 (first 25 sq. y.) \$65.00 (over 25 sq. y.)
	Bituminous concrete pavement, 4 inches or less in depth, per square yard	\$60.00 (first 25 sq. y.) \$55.00 (over 25 sq. y.)
	All other streets	
	Bituminous concrete over concreted base, granite block base, or bituminous concrete base (total bituminous concrete 4 inches or more)	\$50.00 (first 25 sq. y.) \$45.00 (over 25 sq. y.)
	Portland cement concrete or granite block	\$29.00 (first 25 sq. y.) \$26.00 (over 25 sq. y.)
	Bituminous concrete over macadam base, or bituminous concrete (less than 4 inches) over gravel base	\$30.00 (first 25 sq. y.) \$27.00 (over 25 sq. y.)
	Bituminous macadam surface	\$45.00 (first 25 sq. y.) \$40.00 (over 25 sq. y.)
	Bituminous treated surface or shoulder	\$25.00 (first 25 sq. y.) \$23.00 (over 25 sq. y.)
	Plain gravel surface	\$6.00 (first 25 sq. y.) \$5.00 (over 25 sq. y.)
	Sidewalk opening charges	
	Brick sidewalk	\$25.00 (first 25 sq. y.) \$25.00 (over 25 sq. y.)
	Brick sidewalk on concrete base	\$48.00 (first 25 sq. y.) \$48.00 (over 25 sq. y.)
	Bituminous concrete sidewalk	\$20.00 (first 25 sq. y.) \$20.00 (over 25 sq. y.)
	Portland cement sidewalk	\$27.00 (first 25 sq. y.) \$27.00 (over 25 sq. y.)
	Gravel sidewalk	\$8.00 (first 25 sq. y.) \$8.00 (over 25 sq. y.)
	Esplanade (grass)	\$8.00 (first 25 sq. y.) \$8.00 (over 25 sq. y.)
	Other charges	
	Bituminous concrete curbing, per linear foot	\$7.00

	Granite curbing removal or realignment, per linear foot		\$16.00
	Removing and replacing parking meters, each		\$14.00
	Removing and replacing street name and traffic-control signs, each		\$25.00
	Replacement and installation of lost or damaged granite curb		\$20.00
	Non-emergency street or sidewalk opening within a five-year period of any major paving project		\$300.00
§ 29-84	Minimum fee for any street or sidewalk excavation		\$175.00
	Inspection Fees		\$60.00/hour
	Excavators License		\$500.00 Annually
§ 29-145	Banner Sign Permit Fee		\$200/location
Chapter 31 – Traffic			
	Scofflaw impound or boot removal fee		\$40.00 <u>\$50</u>
Chapter 35 – Westbrook Cable Television Ordinance			
§ 35-3	Filing fee for franchise contract (nonrefundable)		\$25.00
§ 35-5	Performance bond		\$100,000.00
Appendix A: Land Use Ordinance – Site Plan Review (*Amended 3/1/10. **Amended 4/5/10)			
*	Extension of site plan approval		\$75.00
*	Meeting with staff to discuss a concept for a site plan <u>Pre-application Meeting</u>		\$300.00
			This fee is applied to site plan fees if a site plan application is later filed.
*	Sketch Plan		\$250.00 <u>\$300.00</u>
			Pub. & notice: \$1.00/letter+legal+postage
*	Application fee for site plan review, plus advertising	10,000sq.ft. or less, \$750; 10,000 to 49,999sq.ft., \$1,000; 50,000 to 99,999sq. ft., \$1,500; 100,000 sq.ft. and up, \$2,000. Double for after the fact approval.	Pub. & notice: \$1.00/letter+legal+postage
**	Application fee for site plan review exemption <u>Administrative Review</u>		\$250.00
**	Site Improvement Inspection Fee	2% of estimated improvement costs	Where a project includes a Site Plan and a Subdivision then this fee shall only apply once
**	Acceptance of a City street		\$500
**	Plan amendment(s)		Half of original fee
			Pub. & notice: \$1.00/letter+legal+postage
**	Staff Review time: City Engineer and City Planner	City Engineer: After 1 st two hours: hourly rate based on then current salary + benefits. City Planner: After 1 st four hours: hourly rate based on then current salary + benefits.	
§309 (added 10-1-12)	Fee in lieu of landscaping in the Gateway Commercial District (GCC). Calculated by multiplying the landscaping percentage deficit under Section 309.3 (O) by ½ of the average assessed value of one acre of land in the GCC, determined as of June 2012.	½ of average assessed value of 1 acre of land in the GCC as of June 2012 = \$73,000	
Appendix A: Land Use Ordinance – Subdivisions (Full Section Amended 4/5/10)			

	Application fee for subdivision (Amended 5/24/10)	1st 3 lots: \$300; each add'l lot \$250 plus \$200 per condominium or multi-family unit-\$300 per lot or dwelling unit	Pub. & notice: \$1.00/letter+legal+postage
	<u>Sketch Plan</u>	<u>\$300.00</u>	<u>Pub. & notice:</u> <u>\$1.00/letter+legal+postage</u>
	Public Street Acceptance	\$500.00	
	Site Improvement inspection fee	2% of estimated improvement costs	Where a project includes a Site Plan and a Subdivision then this fee shall only apply once
	Plan amendment(s) (Amended 5/24/10)	For each lot that is amended—1st 3 lots: \$300; each add'l lot \$250 plus \$200 per condominium or multi-family unit-\$300 per lot or dwelling unit amended	Pub. & notice: \$1.00/letter+legal+postage
	Staff Review time: City Engineer and City Planner	City Engineer: After 1 st two hours: hourly rate based on then current salary + benefits. City Planner: After 1 st four hours - hourly rate based on then current salary + benefits.	
Appendix A: Land Use Ordinance – Conditional Uses (Updated 3/1/10)			
	Application fee for conditional use review	\$250.00	Pub. & notice: \$1.00/letter+legal+postage
Appendix A: Land Use Ordinance – Village Review Overlay Zone (Amended 3/1/10)			
	Application fee for review of proposed work in the Village Review Overlay Zone	\$75.00	Pub. & notice: \$1.00/letter+legal+postage
Appendix A: Land Use Ordinance – Private Ways			
	Application fee	\$500	Pub. & Notice: \$1.00/letter + legal + postage
	Plan amendment(s)	\$250	
	Site Improvement Inspection Fee	2% of estimated improvement costs	
	Staff Review Time: City Engineer and City Planner	City Engineer (after 1 st two hours): hourly rate based on then current salary + benefits. City Planner (after 1 st four hours): hourly rate based on then current salary + benefits	
Miscellaneous Fees			
BUILDING PERMITS			
	Fill Permit (amended 4/5/10)		Cu yd. 0-250 = \$15.00 251-500 = \$25.00 501-1000 = \$35.00 Over 1000 = \$50.00
	Re-Inspection fee		\$25.00
ZONING (*amended 4/5/10)			
*	Maps-Zoning (24" x 36") / (Full Size 5'-6" x 3')		\$40.00 / <u>\$50.00</u>

*	<u>Maps-Ward Map (24" x 36")</u>	<u>\$25.00</u>
*	Variance - Disability	No charge
*	Variance - Practical Difficulty	\$250.00
*	Appeals / Administrative	\$500.00
	Change zoning <u>Land Use Ordinance/Zoning Map</u>	\$1000.00
*	Blueprint copy & Parcel maps <u>B/W / Color (24" x 36" Max)</u>	\$5.00 <u>\$8.00 / \$10.00</u>
	PLUMBING	
	Sewer connection	\$250.00
	CITY CLERK	
	DBA Business Filing (fee set by State)	<u>\$10.00</u>
	Notary fee	Resident: \$5.00 per signature; Non-resident: \$10.00 per signature
	<u>Dedimus Justice Services</u>	<u>Resident: Free;</u> <u>Non-resident: \$10.00</u>
	Genealogy Research (amended 6/28/10)	\$5.00 per name search after 1 st half hour
	Voter List (fee set by State)	All wards = \$50.00; per ward = \$15.00; disk = \$30.00
	Certified copies (fee set by state) — (effective 7/12/10)	\$15.00 first copy, \$6.00 each additional copy purchased at same time
	Marriage License (fee set by state) — (effective 7/12/10)	\$40.00
	Perform marriage ceremony at city hall (added 7/12/10)	\$50.00 <u>\$75.00</u>
	Burial Permit (fee set by state) — (added 7/12/10)	\$20.00
	Utility Pole Permit	\$10.00
	ASSESSING (amended 4/5/10)	
	Reports	\$25.00 for first hour. After 1 st hour, hourly rate based on then current salary + benefits
	RESCUE COLLECTION	
	Certified letters pre-turnover to collection agency	Cost of certified mail
	MISCELLANEOUS	
	Returned check fee	\$30.00
	Miscellaneous Paper Copies – Freedom of Access Act requests only	\$0.25/page
	Electronic Record Storage Medium or Device (i.e. CD, DVD, USB Drive) – Freedom of Access Act requests only (Amended by Ord. of 6-1-15)	Actual cost of medium or device
	Trash/recycling toters (2 per residential unit)	\$125

Appendix C
MASTER FINE SCHEDULE
This Schedule is subject to amendment by Council Order.
Amended 5/4/09, 2/8/10, 2/6/12, 7/22/13

Chapter 3 – All-Terrain Vehicles		
§ 3-5	Impoundment fee for multiple offenses	\$5.00 per day
Chapter 4 – Animals and Fowl		
§ 4-12	Impoundment fees: (updated 2-6-12)	
	For each animal, first impoundment	\$25.00
	For each animal, second impoundment	\$50.00
	For each animal, third and subsequent impoundment	\$100.00
§ 4-73	Penalty for violation of chapter 4	Up to \$450.00
Chapter 13 – Fire Protection and Prevention (updated 5-4-09)		
§ 13-36	False alarms – each third and successive alarm in a calendar year	
	Residential & Business/firm	\$40.00/occurrence
Chapter 16 – Garbage and Rubbish		
§ 16-34	Fine for dumping without a permit	\$500.00
Chapter 17 – Housing		
§ 17-3	General penalty for violation of housing code	\$100.00
§ 17-65	Fee for third and successive requests for the pumping of basement or other dwelling areas	\$25.00/request
Chapter 20 – Licenses and Permits		
§ 20-10	Fine for violation of licensing article	\$100.00
§ 20-72	Fine for first violation of ordinance prohibiting sale of tobacco to a minor	\$100.00 max.
	Fine for second violation within one year	\$200.00 max.
§ 20-121	Fine for each violation of massage article provisions	\$250.00
§ 20-168	Fine for each violation of tattoo article provisions	\$250.00
§ 20-189	Fine for violation of consumer fireworks permit or use requirements (added 7/22/13)	
	1st violation	\$100.00
	2nd violation	\$300.00
	All subsequent violations	\$500.00
Chapter 21 – Mobile Homes and Mobile Home Parks		
§ 21-9	Fine for violation of this chapter	\$100.00 plus costs
Chapter 22 – Offenses – Miscellaneous		
§ 22-11	First offense, smoking in a smoke free zone	\$25.00
	Second offense, same venue	\$100.00
	Third and subsequent offenses, same venue	\$250.00
Chapter 23 – Parks and Recreation		
§ 23-6	Fine for possession of alcoholic beverages in city parks	\$50.00
§ 23-7 & 23-10	Fine for each violation (updated on 3/4/13)	\$50.00
Chapter 24 – Plumbing		
§ 24-2	Fine for beginning work without permit (updated on 2/8/10)	Double the permit fee
Chapter 25 – Police		
§ 25-2	Third and subsequent false alarms	\$25.00 \$35
Chapter 26 – Sanitary Facilities, Sewers and Wastewater Treatment		

§ 26-38	Industrial users in noncompliance with pretreatment standards and requirements (civil or criminal)	\$1,000.00/day
Chapter 27 – Sewer User Fees, Industrial Pretreatment Program Requirements and Industrial Cost Recovery		
§ 27-38	Minimum fine for violation of this chapter	\$1,000.00 per day
Chapter 31 – Traffic		
§ 31-3	Maximum penalty for violation of ordinance	\$250.00 plus costs
§ 31-90	Parking in handicapped spot	\$10.00 \$40.00
§ 31-111	Parking exceeding time limit	\$20.00 \$40.00
	Parking in taxi stand, bus stop or loading zone	\$40.00 \$60.00
	Parking all night	\$20.00 \$40.00
	Parking double	\$40.00 \$60.00
	Parking too near fire hydrant (police discretion to tow vehicle)	\$60.00 \$80.00
	Parking in prohibited area	\$40.00 \$60.00
	Parking on wrong side of street	\$20.00 \$40.00
	Parking too near cross or corner	\$20.00 \$40.00
	Parking in fire lanes (police discretion to tow vehicle)	\$60.00 \$80.00
	Parking on a crosswalk	\$40.00 \$60.00
	Obstructing snow removal	\$60.00 \$80.00
	Parking in handicapped space (police discretion to tow vehicle)	\$100.00
	Parking in front of a public or private driveway	\$40.00 \$60.00
	Failure to yield to pedestrians on crosswalks	\$40.00 \$60.00
	Other	\$20.00 \$40.00
§ 31-120	Parking violations	\$15.00 \$40.00
Chapter 34 – Weapons and Explosives		
§ 34-23	Penalty for misstatement or omission of information	\$1,000.00 min.
Chapter 36 – Westbrook Human Rights Ordinance		
§ 36-12	Initial violation	\$1,000.00
	Second violation	\$2,500.00
	Third and subsequent violations	\$5,000.00 min. - \$50,000 max.

PROPOSED DELETIONS TO MASTER FEE/FINE SCHEDULES WITH CORRESPONDING ORDINANCE AMENDMENTS

CHAPTER 5, BICYCLES

We do not provide licenses for bikes which all the following language is associated with. (You can just delete as shown and hold the numbers in a reserve line or renumber the entire section 5.)

~~Sec. 5-5. Thru 5-12 (Reserve) License for residents; attachment required.~~

~~No person, who resides in the city, shall ride or propel a bicycle on any street or upon any public path set aside for the exclusive use of bicycles unless such bicycle has been licensed and a license plate is attached thereto as provided herein. (Ord. of 7-13-65, § 10-2)~~

~~Sec. 5-6. Application for license, plate; fee.~~

~~Application for a bicycle license and license plate shall be made upon a form provided by the city and shall be made to the chief of police.~~

~~An annual license fee, as set forth in the Master Fee Schedule attached hereto as Appendix B shall be paid to the city before each license or renewal thereof is granted. This fee may be waived, when, in the opinion of the chief of police, the applicant has completed an approved bicycle safety course. (Ord. of 7-13-65, § 10-3; Ord. of 9-10-73)~~

~~Sec. 5-7. Issuance of license; records.~~

~~(a) The chief of police, upon receiving proper application for a bicycle license is hereby authorized to issue bicycle licenses which shall expire biennially on the last day of April.~~

~~(b) The chief of police shall not issue a license for any bicycle when he knows or has reason to believe that the applicant is not the owner of or entitled to the possession of such bicycle.~~

~~(c) The chief of police shall keep a record of the number of each license, the date issued, the name and address of the person to whom issued, and the number of the frame of the bicycle for which issued, and a record of all bicycle license fees collected by him. (Ord. of 7-13-65, § 10-4)~~

~~Sec. 5-8. Issuance of license plate; attachment required; unauthorized removal.~~

~~(a) The chief of police, upon issuing a bicycle license, shall also issue a license plate bearing the license number assigned to the bicycle and the name of the city, the calendar year for which issued and the expiration date thereof.~~

~~(b) The chief of police shall cause each license plate to be firmly attached to the rear mudguard or frame of the bicycle for which issued in such position as to be plainly visible from the rear.~~

~~(c) No person shall remove a license plate from a bicycle during the period for which issued, except upon a transfer of ownership or in the event the bicycle is dismantled and no longer operated upon any street in the city. (Ord. of 7-13-65, § 10-5)~~

~~Sec. 5-9. Inspection prior to licensing.~~

~~The chief of police, or an officer assigned such responsibility, shall inspect each bicycle before licensing the same and shall refuse a license for any bicycle which he determines is in an unsafe mechanical condition. (Ord. of 7-13-65, § 10-6)~~

~~Sec. 5-10. Renewal of license.~~

~~Upon the expiration of any bicycle license, such license may be renewed upon application and payment of the same fee as upon an original application. (Ord. of 7-13-65, § 10-7)~~

~~Sec. 5-11. Transfer of ownership.~~

~~Upon the sale or other transfer of a licensed bicycle, the licensee shall remove the license plate and shall either surrender the same to the chief of police or may upon proper application, but without payment of an additional fee, have such plate assigned to another bicycle owned by the applicant. (Ord. of 7-13-65, § 10-8)~~

~~Sec. 5-12. Rentals regulated.~~

~~A rental agency shall not rent or offer any bicycle for rent unless the bicycle is licensed and a license plate is attached thereto as provided herein and such bicycle is equipped with the lamps and other equipment required in this chapter. (Ord. of 7-13-65, § 10-9)~~

CHAPTER 20, LICENSES AND PERMITS

This is a request to eliminate the licensing of pinball/video machines, billiards and poolrooms and bowling alleys. The State mandate to license these items was lifted in 2013, and several surrounding municipalities are eliminating these licenses and corresponding fees as (1) the presence of these items in a business has no bearing on the safety, health and welfare of the general public, under which direction municipalities were originally required to license such items; and (2) no additional City services, such as inspections, are required due to the presence of these items, eliminating the justification for a fee, especially as in general these items are already subject to personal property taxes. This action supports Westbrook's attraction as a business-friendly community.

ARTICLE IV. PINBALL/VIDEO MACHINES (Reserve)

Sec. 20-56. Definitions. (Reserve)

~~*Coin-operated amusement machine.* As used in this article, a "coin-operated amusement machine" shall include any and all those mechanical or electronic machines or games which, upon the insertion of a coin, slug, token, plate or disc, or upon payment of a fee, may be operated by the public generally, or the members of a club or organization, for use as a game, entertainment or amusement and which does not dispense any form of payoff, prize or reward except free replays; whether or not they register a score and/or can be placed in operation by a remote control.~~

~~*Qualified premises.* The phrase "qualified premises" shall mean the business location where the coin-operated amusement machines are to be licensed, which must comply in every respect with the local zoning ordinance, and also with the state and local building, plumbing, health and fire safety codes, rules and regulations; and the proposed use of the premises shall not adversely affect the proper use or property values of the other property in the area and does not create any traffic hazards in the area. (Ord. of 9-27-82, § 2)~~

~~Sec. 20-57. License required for coin-operated amusement machines. (Reserve)~~

~~No person, firm, corporation or association shall keep for public patronage, or allow the operation of, any coin-operated amusement machine in or on any premises under his/her, her or its charge, custody or control without first having obtained a license per the requirements set forth in Sec. 20-1—Sec. 20-30. Any such license shall not be transferable among owners or to different locations and shall be conspicuously posted on the licensed premises, showing the number of duly licensed machines. (Ord. of 9-27-82, § 5)~~

~~Sec. 20-58. Standards for denial, suspension or revocation. (Reserve)~~

~~The municipal officers, in addition to other provisions of this code authorizing such action, may deny, suspend, or revoke a license upon stipulations set forth in Sec. 20-8 as well as on the basis of a conviction of a gambling offense.~~

~~Sec. 20-59. Reserved.~~

ARTICLE V. POOL ROOM

~~Sec. 20-61. Definitions.~~

~~*Pool Room.* A business offering the game of billiards to the public for profit-making purposes.~~

~~Sec. 20-62. License required for pool tables/billiards.~~

~~No person, firm, corporation or association shall keep for public patronage, or allow the operation of, any billiards table in or on any premises under his, her or its charge, custody or control without first having obtained a license per the requirements set forth in Sec. 20-1—Sec. 20-30.~~

~~20-63. Reserved.~~

ARTICLE VI. BOWLING ALLEY

~~Sec. 20-64. Defintions.~~

~~*Bowling Alley.* A business offering the game of bowling to the public for profit-making purposes.~~

~~Sec. 20-65. License required for bowling alley.~~

~~No person, firm, corporation or association shall operate a bowling alley on any premises under his, her or its charge, custody or control without first having obtained a license per the requirements set forth in Sec. 20-1—Sec. 20-30.~~

~~Sec. 20-66. Reserved.~~

CHAPTER 25, POLICE

This was requested by Public Safety, as we do not install burglar alarm system nor is the central system at public safety. This is all done thorough 3rd party vendors that property owners contract with.

Sec. 25-2. Burglar alarm systems.

(a) ~~Master panel; hook-up fee.~~ The police department may maintain a burglar alarm system master panel at the police station and regulate its use and the conditions required for hookup including, but not limited to, the obligation that any person or firm, as a condition to connecting its property to the master panel, must enter into an agreement with the city in a form prescribed by the chief of police. Users shall pay a hook-up fee as set forth in the attached Master Fee Schedule.

(b) ~~Automatic dialing device.~~ Any alarm system may be connected to the department by an automatic dialing device or similar system; however, no alarm user shall maintain any direct connection from an alarm system to the communications center of the police department.

(c) ~~Penalty for false alarms.~~ For the third and following police response to a false alarm within any calendar year, the alarm user shall pay a penalty as set forth in the attached Master Fine Schedule.